

COUNTY OF LOS ANGELES – DEPARTMENT OF MENTAL HEALTH

**ADULT SYSTEM OF CARE BUREAU ADMINISTRATION
CalWORKs PROGRAM**

VACANCY ANNOUNCEMENT

**THIS IS NOT AN OFFICIAL EXAMINATION
RESTRICTED TO EMPLOYEES OF THE COUNTY OF LOS ANGELES**

TRANSFER OPPORTUNITY

SECRETARY III

The CalWORKs program is seeking an enthusiastic, motivated, experienced individual to fill the position of Secretary III. Candidates with excellent administrative, organizational, verbal and written communication skills are encouraged to apply.

ESSENTIAL JOB FUNCTION:

- Provide daily management and secretarial support directly to the Mental Health Clinical Program Head and CalWORKs administrative team.
- Schedule appointments and arrange conferences and meetings.
- Review written materials for grammar and proper formatting.
- Review materials submitted to Program Head's attention and ensure all relevant data, files, signatures, etc., are included.
- Responsible for inventory, supplies, and procurement.
- Coordinate Internal Certification Control Program (ICCP), monitor Stamps and Tokens.
- Works on special assignments and projects; create excel spreadsheets and PowerPoint presentations for projects.
- Types various documents, memorandums, letters and forms.
- Special assignments, as needed.

ESSENTIAL QUALIFICATIONS:

- Strong administrative and organizational skills.
- Ability to multi-task, prioritize multiple assignments and meet deadlines.
- Strong verbal and written communication skills.
- Ability to effectively edit and draft documents.
- Highly-skilled in working with MS Office, i.e., Word, Excel, PowerPoint, Publisher, Visio, Outlook, and SharePoint.

Employees currently holding the payroll title of Secretary III may submit their letter of interest, resume, last two (2) performance evaluations, and last two (2) years of master time cards by **5:00 PM, Friday, June 28, 2013 to:**

Carrie Esparza, Psy.D.
MH Clinical Program Head
CalWORKs Program Administration
550 S. Vermont Avenue, 3rd floor
Los Angeles, CA 90020
(213) 738-6154
Fax (213) 738-4979
cesparza@dmh.lacounty.gov

AN EQUAL OPPORTUNITY EMPLOYER